

**Auditor – Senior**  
**Wisconsin State Controller’s Office**

**POSITION SUMMARY**

Under general supervision of the Financial Management Supervisor in the Audit Services Section, the Auditor - Senior position will perform internal audits (operational and compliance) of small and medium sized state agencies and assist with large state agencies. In addition, the position will perform audit-related activities on a continuous basis to monitor agency compliance with statewide accounting and financial management policies and procedures. The position will assist with the coordination of the statewide Single Audit program and will perform a variety of annual and special projects such as preparing the Schedule of Expenditures of Federal Assistance (SEFA).

**Time Goals and Worker Activities**

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| <b>35%</b> | <p><b>A. Perform internal operational and compliance audits of small and medium sized state agencies and assist with large state agencies within the authority of Chapter 16, Wisconsin Statutes. The audits will be performed in compliance with applicable Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS).</b></p> <p>A1. Prepare an audit program which details the audit steps and testing procedures necessary to achieve the audit objectives.</p> <p>A2. Perform all activities in the audit program to include a review of the internal controls, implementation of statistical sampling methodologies, preparation of system flowcharts, testing for compliance with applicable statutes, policies and procedures.</p> <p>A3. Coordinate field work with agency staff, and the audit supervisor.</p> <p>A4. Prepare an audit report for review by the audit supervisor.</p> |
| <b>25%</b> | <p><b>B. Develop and maintain a program to more continually monitor agency compliance with statewide accounting and financial management policies and procedures.</b></p> <p>B1. Develop and maintain data queries in the ERP system that facilitate this program.</p> <p>B2. Follow up with the agencies on inappropriate activities or other issues of non-compliance.</p> <p>B3. Maintain proficiency with the latest techniques in continuous monitoring and fraud detection.</p>   |
| <b>20%</b> | <p><b>C. Complete a variety of annual and special projects. The auditor will analyze the objectives of the project and determine the necessary audit steps to be performed in accordance with GAAS and GAGAS.</b></p> <p>C1. Assist with the annual program revenue overdraft review.</p>   |

C2. Assist with the preparation of the annual Schedule of Expenditures of Federal Assistance (SEFA).

C3. Assist with other special project including analyzing agency trial balances and drafting statewide policies and procedures to improve internal control.

**15% D. Assist with the performance of department responsibilities for coordination of the Single Audit program in Wisconsin.**

D1. Coordinate with other agency staff changes to the State Single Audit Guidelines.

D2. Update the State Single Audit Guidelines on the state website for changes provided by agency Single Audit liaisons.

D3. Respond to questions from agency personnel and independent CPA's concerning the requirements and implementation of single audits.

**5% E. Maintain professional development in the areas of governmental accounting and auditing.**

E1. Keep current on professional literature and developments in governmental financial activities.

E2. Attend training programs.

**Knowledges, Skills, and Abilities:**

1. Knowledge of Generally Accepted Auditing Standards (GAAS).
2. Knowledge of Generally Accepted Accounting Principles (GAAP).
3. Knowledge of an integrated accounting/financial management system, such as an ERP system.
4. Ability to complete a complex, multi-task project within a given deadline.
5. Ability to analyze and interpret data to identify control weaknesses and fraudulent activity.
6. Ability to communicate effectively, both orally and in writing.